

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity**

**(NOFO):** FY2019 Workshops for Youth Leaders in English Teaching Program

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** SFOP0005662

**Catalog of Federal Domestic Assistance Number:** 19.415

**Key Date/Application Deadline:** May 14, 2019

**Program Description/Executive Summary:** The Office of Citizen Exchanges, Youth Programs Division, of the Bureau of Educational and Cultural Affairs (ECA) announces an open competition for a cooperative agreement to manage the FY 2019 Workshops for Youth Leaders in English Teaching (WYLET) program. WYLET is a multi-phased program that supports English Language teaching. The program design and implementation will involve three workshops to be provided annually to consecutive groups of competitively selected students participating in two ECA-funded academic year high school exchange programs: the Future Leaders Exchange (FLEX) and the Kennedy-Lugar Youth Exchange and Study (YES). WYLET workshops have taken place each year since 2013 funded through awards in FY2012 and FY 2014. The three workshops funded through this award will take place in the Spring of 2020, 2021, and 2022. The workshops will include the participation of WYLET alumni as peer trainers.

The overarching workshop goal is to provide each participant the skills to actively engage and teach others upon their return home following their exchange year in the United States. Program development and planning should begin in summer 2019 with identification of WYLET workshop alumni who will assist in the first workshop event in 2020 and coordination with FLEX and YES program implementers to conduct a competitive selection process for WYLET participants. The theme of the workshops will be teaching of English as a foreign language. Alumni selected to assist should undergo training and preparation for their participation through a virtual component prior to their travel to the United States. (ECA will assist the award recipient in reaching out to workshop alumni from previous awards and building on resources developed during the previous WYLET programs.)

**A. Program Description:**

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is “to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and

peaceful relations between the United States and the other countries of the world.” The funding authority for the program above is provided through legislation.

***Purpose:*** WYLET will provide training to develop skills and knowledge about English teaching to participants and establish substantive on-going support to alumni to become teachers of English and to engage with and support other USG-sponsored English language programs when they return home.

The project will offer three one-week workshops focused on teaching English as a foreign language yearly. The participants will be selected international high school students (ages 15-18) studying in the United States in the FLEX (<http://discoverflex.org/>) and YES (<http://yesprograms.org>) academic year exchange programs funded by the U.S. Department of State’s Bureau of Educational and Cultural Affairs. The award recipient will select approximately 30 students for each workshop through a competitive process. An overarching workshop goal is to provide each participant the skills to actively engage and teach others upon their return home. Note that the participants will have already been in the United States attending American high schools on their respective exchange programs for several months, so their English skills will be good and they will already be acclimated to life in the United States and American classroom styles.

Eligible participants each year will be competitively selected from approximately 1,800 students living in host communities throughout the 50 U.S. states and the District of Columbia. All students are placed with host families and high schools, and are supported by Placement Organizations that are recipients of ECA cooperative agreements. ECA issues separate cooperative agreements to organizations to conduct activities such as the recruitment, selection, and preparation of FLEX and YES students; communications and coordination among Placement Organizations; liaison support with the students’ natural families; and general FLEX and YES program alumni activities and support.

***The overarching goals for WYLET are:***

1. To provide participants with basic pedagogical skills to teach English in their home communities after the exchange program;
2. To train participants in organizational skills useful in one-on-one tutoring and group teaching, including session design and delivery;
3. To provide follow-on training, resources, and peer-support opportunities that allow participants to continue to improve their skills, including wherever possible the possibility of qualifying them in other ECA- and Embassy-supported English teaching programs, such as the English Access Microscholarship Program; and

4. To build on the basic themes of the FLEX and YES exchange programs that include civic responsibility and service, mutual understanding, and a commitment to the global community.

The applicant should present a program plan that allows the participants to explore thoroughly the program themes that you propose in your application in a creative, memorable, and practical way. Activities should be designed to be replicable and provide practical knowledge and skills the participants can apply to school and civic activities at home. Activities should take place in classroom settings, on-line, and in the community.

A successful program will nurture a cadre of students to be actively engaged in addressing issues of concern in their schools and communities upon their return home in the English teaching medium. Program activities will equip participants with the knowledge, skills, and confidence to become involved citizen leaders and teachers of English.

The program will provide participants with a theoretical framework underpinned by site visits that illustrate methods and strategies of practical implementation. The program will also help the participants develop leadership skills, such as public speaking, team-building, and goal-setting, so that they are prepared to access resources, establish networks, and begin to organize teaching opportunities after they return home.

### ***Responsibilities:***

In a cooperative agreement, ECA is substantially involved in program activities above and beyond routine monitoring.

ECA's activities and responsibilities for this program include but are not limited to:

1. Facilitating contact with WYLET workshop alumni;
2. Facilitating collaboration between the award recipient for this program and the Bureau's English Language Office which may likely wish to have a role as presenter at the workshop and will assist the award recipient and workshops' participants by providing contacts and resources abroad for planning alumni activity;
3. Overseeing and providing instruction on coordination of activities between the award recipient for this program and the FLEX and YES Placement cooperative agreement award recipients and overseas organizations including, but not limited to, communication with students, timing of workshops, travel, and students' time involved in preparatory and follow-up assignments related to the workshop;
4. Providing input on, and final approval of, participant selection criteria and methods;
5. Providing input on, and final approval of, workshop curricula;

6. Providing input on, and facilitating identification of, relevant USG-sponsored programs in which to involve workshop alumni on return to their home countries;
7. Working closely with the award recipient and providing feedback following each workshop and periodically throughout the award to identify needs for improvement in subsequent years of the program;
8. Providing ongoing feedback to awardee about quality and success of alumni follow-on activities; and
9. As needed, request participant and alumni data, anecdotes, and other details.

The responsibilities of the recipient organization are:

1. Identification through a transparent and merit-based recruitment strategy of approximately two WYLET alumni (each year) who have successfully implemented English language learning activities in their home countries whom the recipient will bring to the United States. They should represent both the FLEX and YES alumni groups. Their roles will be to share best practices, serve as advisors, ensure continuity for the development of the 2020, 2021, and 2022 workshops, assist in session planning and presentation, and serve as team-teachers and mentors for workshop participants. ECA anticipates that different alumni will participate in each workshop. Meetings with U.S. Department of State representatives and Congressional members should be arranged for the alumni.
2. Communication with, and preparation of, alumni for their roles prior to their arrival in the United States and implementation of a brief orientation and further preparation in the United States prior to the workshop.
3. Identification of, and logistics coordination for, workshop venue(s), field visits, and other off-site activities, and participants' local transportation.
4. Development of selection criteria and a transparent and merit-based recruitment, competition, and selection process for workshop participants. Selection should be made at least two months prior to the workshop. Criteria should include a base level of demonstrated skill in English teaching and a statement of purpose that reflects the applicant's intent to engage in English teaching at home to maximize the effectiveness and ultimate impact of the workshop.
5. Dissemination of information about the workshop to the participants through the FLEX and YES Placement Organizations and pre-workshop preparatory communications with the participants.
6. Domestic air and ground transportation for participants to and from the workshop site(s) and host communities. (As noted, students are placed in all 50 states and the District of Columbia, so your budget projection should reflect consideration of a broad geographic spread of potential travel requirements.)

7. Accommodations and meals for participants throughout the workshop.
8. Curriculum development and implementation of workshop sessions, field trips, activities, and associated logistics and support.
9. Staffing of the workshop for the provision of content, supervision of the students, and administrative and logistical support throughout the program.
10. Substantive follow-on activities including monitoring and programmatic support of participants for at least one-year following each workshop that effectively tracks their follow-on activities related to English teaching, and incorporates social media and other online tools to increase the multiplier effect of the workshops.
11. Gathering and maintenance of participant and alumni data, anecdotes, and other details for reference and reporting to ECA.
12. Program evaluation including pre-workshop, end of workshop, and follow-on assessment up to one year after the workshop event.

***Program-Specific Guidelines:***

The following information provides additional context for developing the WYLET program. Your proposal will be evaluated on its level of responsiveness to these guidelines as well as the basic follow-through on the above responsibilities.

**Workshop Timing:** The workshops should take place in the February to April time period in 2020, 2021, and 2022. While applicants should propose dates for the workshops, their exact timing will be determined by the mutual agreement of the U.S. Department of State, the FLEX and YES Placement Organizations, and the award recipient. The workshop should be five to six full days in duration, not including travel to and from the site.

**Workshop Content and Follow-on:** The WYLET program provides basic pedagogical instruction through the workshops and through communication with, and networking among, participants following the workshops. The week-long WYLET workshops will include sessions of approximately 5.5 hours per day. The training will expose participants to student-centered teaching methodology, include peer-teaching activities, and focus on training participants to teach basic and intermediate English skills to learners. Participants will learn to use the Internet and social media as a way for their future students to practice and engage with other English speakers. Civil society concepts should be incorporated into the curriculum. ECA's Office of English Language Programs will provide an overview of its freely available materials and tools, and other content as resources permit. Local field trips that complement the workshop goals may include meetings with Teachers of English to Speakers of Other Languages (TESOL) teachers and visits to classrooms to observe pedagogy classes for teachers and language classes for learners of English.

An objective of the workshops and follow-on support will be to prepare participants to become informal and formal teachers of English in other USG-sponsored English programs, including the English Access Microscholarship Program for youth (13-20 years of age), which are implemented in many of the countries from which the participants come. The program will include substantive follow-on activities and technical support to ensure participants are successful in their efforts to utilize local resources and engage in both formal and informal English-teaching activities in their home countries.

For more information about the English Access Microscholarship Program, visit: <http://exchanges.state.gov/englishteaching/eam.html>. ECA will provide the award recipient information about the participating Access countries and in-country implementers, as well as other USG-sponsored English programs. Follow-on programs for workshop alumni should support these USG-sponsored English programs as much as possible.

### **Eligible Exchange Program Countries Represented:**

#### Future Leaders Exchange (FLEX) Program

Armenia, Azerbaijan, Czech Republic, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Mongolia, Montenegro, Poland, Romania, Serbia, Slovak Republic, Tajikistan, Turkmenistan, and Ukraine

#### Youth Exchange and Study (YES) Program

Albania, Bahrain, Bangladesh, Bosnia and Herzegovina, Bulgaria, Cameroon, Egypt, Gaza, Ghana, India, Indonesia, Israel (Arab Communities), Jordan, Kenya, Kosovo, Kuwait, Lebanon, Liberia, Libya, Mali, Morocco, Mozambique, Nigeria, North Macedonia, Pakistan, Philippines, Saudi Arabia, Senegal, Sierra Leone, South Africa, Suriname, Tanzania, Thailand, Tunisia, Turkey, and West Bank

The above list of countries represents participating countries in FY2019. ECA reserves the right to modify/expand this list to meet U.S. foreign policy objectives and as participating countries may otherwise change in future years.

**Inter-organizational Communication:** For the success of the program, all communication, scheduling, and activities involved in the preparation, implementation, and follow-on to the workshops must be conducted in close coordination with ECA and the organizations responsible for these exchange programs. Students will have been assigned to one of approximately 14-16 FLEX and YES Placement Organizations responsible for their host family placement, school enrollment, and ongoing support. It is critical that these organizations are aware of all plans, activities, and communications with the students in carrying out these workshops.

**Follow-on to Maximize Long-Term Success:** With nearly 60 countries involved in the FLEX and YES programs, conceivably, over the three-year period, there may be only one participant

representing his or her home country. It is ECA's goal to have as diverse a participant cohort as possible, and at the same time, the proposal must present clear and substantive alumni follow-on activities that ensure participants' continued motivation and active participation. A significant amount of the program budget is expected to support follow-on activities. The proposal must demonstrate various ways to ensure long-term success, including:

1. Thoughtful and creative selection criteria and methods;
2. Follow-on peer support and learning via the Internet;
3. Clear, realistic, and individualized follow-on plans for each participant that include developing a support network and steps to getting started with community outreach; and
4. Support by either the applicant's staff or in-country representatives, or negotiated agreements with other appropriate NGOs or other entities with each country that can provide structures for alumni support and resources to carry out follow-on activities.

NOTE: It is not anticipated that participants will return home to engage in paid or unpaid full-time employment positions in English teaching, and award funds cannot be used as "salaries" for participants to serve in such capacities upon their return home. In most cases, students will return to high school or university full-time, and though a commitment to engage in follow-on activities is expected, time commitments must be reasonable, given other educational and vocational responsibilities they will likely have.

The award recipient will also be expected to work with the FLEX and YES in-country implementers to negotiate ways to assist in supporting the workshop alumni. (These in-country implementers also have responsibilities in facilitating alumni programs for these students and could discuss specific, follow-on support coordination with the award recipient.)

**B. Federal Award Information:**

**Type of Award:** Cooperative Agreement. ECA's level of involvement in this program is listed under A. Program Description.

**Fiscal Year Funds:** FY2019

**Approximate Total Funding:** \$450,000

**Approximate Number of Awards:** One (1)

**Approximate Average Award:** \$450,000

**Floor of Award Range:** None

**Ceiling of Award Range:** \$450,000

**Anticipated Award Date:** June 14, 2019

**Anticipated Project Completion Date:** September 30, 2023

**Additional Information:**

The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this grant or cooperative agreement for two additional consecutive fiscal years, before openly competing it again.

### **C. Eligibility Information:**

**C.1. Eligible applicants:** Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

**C.2. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

### **C.3. Other Eligibility Requirements:**

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount \$450,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

b.) Technical Eligibility: All proposals must comply with the requirements stated in the NOFO and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process:

- i. Applicants must submit proposals to organize and manage all three presentations of the WYLET workshop;
- ii. Applicants must make program available to all eligible students from all countries named herein (Proposals to work only with a subset of the countries will be deemed ineligible.)



c.) Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

**D.) Application and Submission Information:**

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

**D.1 Contact Information to Request an Application Package:** Please contact Kevin Baker in the Office of Citizen Exchanges, ECA/PE/C/PY, SA-5, 3<sup>rd</sup> Floor, U.S. Department of State, SA-5, 3-K17, 2200 C Street, N.W., Washington, D.C. 20037, telephone: 202-632-6073; email: [BakerKM1@state.gov](mailto:BakerKM1@state.gov) to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

Please specify Program Officer Kevin Baker and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

**D.2. To Download a Solicitation Package Via Internet:** The entire Solicitation Package may be downloaded from the Bureau's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

**D.2a. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

**D.3a. Unique Entity Identifier Number:** You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**D.3b. Required Proposal Elements:** All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document for additional formatting and technical requirements.

***Proposal Contents:***

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

**NOTE:** Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)

Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

**Online Forms**

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances – Non-Construction Programs”
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

**Program Narrative**

Executive Summary (One page)

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
  - a. Number and description of participants
  - b. Wider audience benefiting from program (overall impact)
  - c. Geographic diversity of program, both U.S. and overseas
  - d. Fields covered
  - e. Anticipated results (short and long-term)

#### Narrative

In no more than 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

#### **Additional Information to be Submitted**

- Detailed Budget: The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.
- Calendar of activities/itinerary, if applicable
- Letters of endorsement
- Resumes and CVs (resumes of all new staff should be included in the submission; no resume should exceed two pages.)
- First Time Applicant Attachments, if applicable.

**D.3c. Required Registration with the System for Award Management (SAM):** All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

**D.3d. Non-Profit Status:** You must have nonprofit status with the IRS at the time of application. **Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

1. Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
2. Those who do not file IRS Form 990 must submit information above in the format of their choice.

**D.3e. FFATA Report:** In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

**D.3f. Verifying Non-Profit Status:** If the award recipient is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if the award recipient received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

**D.3g. Required Registration with SAMS Domestic:** All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.service-now.com> and clicking the "create an

account” link. SAMS Domestic is the U.S. Department of State’s grants management system and is supported by the Department’s Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsism.service-now.com/ilms/home>.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov) and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

**D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA (FOR INFORMATIONAL PURPOSES ONLY):** The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If the award recipient has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-4E (Bldg. 3)  
2430 E Street, NW  
Washington, DC 20037

Please refer to Solicitation Package for further information.

**D.3i. Diversity, Freedom and Democracy Guidelines:** Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

**D.3j. Program Monitoring and Evaluation:** Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive

knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of

the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**D.3k. Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

**D.3l. Communications Guidance for ECA Grant Recipients:** All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

**D.3m.** Please take the following information into consideration when preparing your budget:

**D.3n.** Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

**D.3o. Allowable costs for the program include the following:**

- i. Staff and benefits based on time spent on
- ii. International travel and per diem for alumni; domestic travel for participants; and local ground travel at workshop activity site. Reasonable staff and contractor travel and accommodation is allowed but should be kept to a minimum.
- iii. Honoraria for workshop presenters
- iv. Meals and lodging



- v. Workshop venue rental
- vi. Training materials
- vii. Communication
- viii. Alumni project support and resources
- ix. Subaward agreement as necessary for workshop support or follow-on activities

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

**D.3p. Application Deadline and Method of Submission:**

Application Deadline Date: Tuesday, May 14, 2019

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Search Grants” portion of the system.

**D.3q. Grants.gov Registration, Application Submission, and Receipt Procedures**

Eligible organizations should follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

**How to Register to Apply through Grants.gov**

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

**How to Submit an Application to ECA via Grants.gov**

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

**Grants.gov Support and Submission Issues**

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: [support@grants.gov](mailto:support@grants.gov)

**Timely Receipt Requirements and Proof of Timely Submission**

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

**Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.**

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

**PLEASE NOTE:** ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can

verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

**D.3r. Intergovernmental Review of Applications:** Executive Order 12372 does not apply to this program.

## **E. APPLICATION REVIEW INFORMATION**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

### **E.1. REVIEW CRITERIA**

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Quality of the Program Idea:** Proposals should exhibit originality, substance, precision, and resourcefulness. It should have reasonable and feasible program objectives that are clearly relevant to the described program. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above and should clearly demonstrate how the program will meet objectives. Reviewers will examine ways in which the program will encourage participants to continue with follow-on projects.
2. **Ability to Achieve Program Objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
3. **Impact and Follow-On Activities:** Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages. Follow on plans should ensure that all program participants have the preparation, and in-country support and resources

necessary to carry out teaching activities related to their workshop themes. The proposal should describe how the program will track participants to confirm that they share their knowledge and information with their U.S. communities and, even more importantly, that they organize ways to teach and engage others in their home countries. Proposals must demonstrate the applicant's knowledge and expertise regarding the political, social, and cultural nuances in the diverse representative countries, and/or the commitment to research these factors. Proposals should identify and address the contextual realities and availability of resources necessary for the success of the participants' follow-on activities.

4. **Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
5. **Institutional Capacity and Track Record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
6. **Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original program objectives is recommended.
7. **Cost-effectiveness and Cost-sharing:** Overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

## **F. Federal Award Administration Information**

**F.1. Award Notices:** Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

The following additional requirements apply to this project:

For assistance Awards involving the Palestinian Authority, West Bank, and Gaza:

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Program Officer Kevin Baker, telephone: (202) 632-6073, FAX: 202-632-9363, or email: [BakerKM1@state.gov](mailto:BakerKM1@state.gov).

**F.2 Administrative and National Policy Requirements:** Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>  
<https://www.state.gov/m/a/ope/index.htm>

**F.3. Reporting Requirements:** You must provide ECA with an electronic copy of the following required reports:

*Mandatory:*

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#). SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the

U.S. Department of State's ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email [ECA\\_SAMSDomestic@state.gov](mailto:ECA_SAMSDomestic@state.gov).

- 2.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: [FFATAECA@state.gov](mailto:FFATAECA@state.gov). This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**F.4. Program Data Requirements:** Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

## **G. Agency Contacts**

For questions about this announcement, contact Program Officer Kevin Baker, U.S. Department of State, Office of Citizen Exchanges, ECA/PE/C/PY, SA-5, 3<sup>rd</sup> Floor, 2200 C Street, N.W., 3-K17, Washington, D.C. 20522, phone: 202-632-6073, email: [BakerKM1@state.gov](mailto:BakerKM1@state.gov).

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

## **H. Other Information:**

### **Notice:**

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Jennifer Zimdahl Galt  
Principal Deputy Assistant Secretary for Educational and Cultural Affairs  
U.S. Department of State

March 14, 2019